



ROCK
C H U R C H

JOB DESCRIPTION

Position: Twelve Administrative Assistant

Reports to: Twelve Ministry Pastor and
Student Ministry Pastor

Position Status: Full Time, Exempt

Department: Student Ministries

Effective: August 2012

Replaces: All Previous

Posting Number: RA-24-12

Posting Date: July 16, 2012

First Closing Date: July 23, 2012

Position Summary:

The Twelve Administrative Assistant exists to oversee the administrative responsibilities of the TWELVE Program. Incumbent will report to the Twelve Program Pastor and Student Ministry Pastor.

Job Responsibilities and Duties:

1. Oversees the application and acceptance process of TWELVE.
2. Receives and manages the tuition collection for TWELVE including all mission trip payments.
3. Organizes host home recruitment, student placement and communication with hosting families.
4. Coordinates travel for trips and communication needed for successful trips.
5. Schedules speaker sessions for weekly TWELVE classes and the Campus Club agenda.
6. Manages the annual and weekly master calendar for TWELVE.
7. Insures newsletter deadlines are communicated and met.
8. Fosters TWELVE Teams in all areas of need.
9. Communicates with teachers regarding student tracks and electives.
10. Collaborates with Youth Pastor for Marketing and Communication of TWELVE Program.
11. Adapts to changes in the work environment; delays or unexpected events with poise and professionalism.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Twelve Pastor and Youth Pastor.

Job Skills and Requirements:

1. Two years of experience in youth ministry and or administrative experience.
2. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects; ensuring effective resolution.
3. Interact in a consistently positive manner with applicants, volunteers, vendors, visitors, guests, staff and ministry leaders using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.

4. Ability to make independent decisions based on the vision and values of the Rock Church and Student Ministry.
5. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
6. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint) Type 45 WPM.
7. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
8. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

Employee Expectations:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Rock Governance system.
4. Successful completion of both a background/credit and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Sunday service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.

Physical Requirements:

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.